

Bed and Breakfast License

Purpose/Description

The purpose of a bed and breakfast license is to assure compliance with health, safety and zoning requirements as outlined in the Annapolis City Code.



The following minimum requirements, if applicable, must be met prior to the issuance of a use permit:

- Must be a single-family, owner occupied detached dwelling, providing only transient lodging in not more than five rooms with a maximum stay of fourteen consecutive nights.
- May only provide breakfast to guests to be served in the area of the dwelling commonly used by the resident family for the consumption of food.
- The individual recorded owner of the property shall be the operator of the bed and breakfast and must reside on the premises.
- The number of guests cannot exceed the maximum allowed by the Life Safety Code.
- Only one kitchen is allowed in the dwelling unit with no cooking in the guest rooms..
- Homes shall not have a separate apartment within the entire dwelling or on the subject property.
- Homes shall have interior stairs to serve all habitable living spaces with the exception of any bed and breakfast homes holding a valid, current license issued by the City as of June 20, 1994.
- All homes must provide off-street parking either on site or through leased spaces from the City Garage.
- An operating license must be obtained from the Department of Neighborhood and Environmental Programs.
- The owner must keep a current guest register available for inspection by the licensing agency.
- The home is subject to all building, fire and health regulations.
- No more than two bed and breakfast homes are permitted between two intersecting streets and no two homes are permitted on adjacent properties with the exception of those holding valid permits issued by the City as of June 20, 1997.
- The license must be renewed every year and may be suspended or revoked at any time for Code violations.
- Inspections are required on an annual and complaint basis.
- The license is non-transferable and all fees not refundable.
- A floor plan of the dwelling and a record plat must be submitted with the application.

Authority

City of Annapolis Code and Charter, Chapter 21.04.090, 21.50.025 and Chapters 17.40 and 17.44.

Submittal Requirements

- A complete bed and breakfast application including a floor plan and an approved record plat must be submitted to the Department of Neighborhood and Environmental Programs.
- The applicant must contact the Department of Planning and Zoning in order to confirm that the proposed bed and breakfast is permitted in that location by the City Code.

Steps of the Process

- Prior to signing a lease or purchasing the property, the applicant contacts the Department of Planning and Zoning to confirm that the proposed bed and breakfast is permitted in that location by the City Code.
- The applicant should contact the Department of Neighborhood and Environmental Programs to request an application, list of regulations and a preliminary inspection.
- Prior to opening the home, the applicant must review the regulations governing bed and breakfast homes, and submit an application, floor plan, fee and recorded record plat to the Department of Neighborhood and Environmental Programs.
- The Department of Neighborhood and Environmental Programs will conduct inspections throughout the approval and renovation period.

Processing Time

Time required for completion of the application for a Bed and Breakfast Operating License varies greatly depending on available inspections times, the physical nature of the building and the needed renovations.

Enforcement and Appeals

- Failure to obtain the required operating license or violations of the conditions and regulations, can result in the issuance of municipal infractions up to a maximum of \$200 for each offense. Repeat offenders may be assessed a fine of \$400 for each repeat offense. Appeals of municipal infraction citations are taken to Anne Arundel County District Court.
- If the issuance of a Bed and Breakfast license is denied by either the Department of Planning and Zoning or the Department of Neighborhood and Environmental Programs, the applicant may appeal the Department of Planning and Zoning decision to the Board of Appeals within 15 days of the decision.

Other Considerations and Requirements

- Additional information on compliance with building and fire code requirements is available through the Department of Neighborhood and Environmental Programs.
- Health Department approval is required for the food service portion of the use.

Contact Person

Mr. Bobbie Baker, Housing Inspector

Department of Neighborhood and Environmental Programs

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